

above
arrange.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	07-08-2019
Application through	☐ Advertisement ☒ Referred by: M.MALLA REDDY

Father's friend since 20 Years

Personal Details:

Full Name	Akula Vinodhya		
Age	22 years	Date of Birth	27/08/1995
Fathers Name	Akula Venu Mohan		
Address for Correspondence	1-7-925/2/A Ramnagar, Musheerabad. Hyderabad		
Phone & Mobile	Phone no:- 9182380831		
Permanent Address	1-7-925/2/A Ramnagar, Musheerabad Hyderabad		
Aadhar number	8093 7175 8136	Category	SC / ST / BC / Open

Education:

Post Graduation	MBA (Finance)		
Name of college	Kijay P.G College		
Location	Hathal Nagar	Percentage marks	1 yr - 60%
Course type	☒ Regular Course ☐ Correspondence Course		
Year of completion	2019	Medium of Instruction	English / Telugu / Hindi

Degree/ Diploma	B.Com (Computers)		
Name of college	Andhra Mahila Sabha Womens Degree College O.U		
Location		Percentage marks	65%
Course type	☒ Regular course ☐ Correspondence Course		
Year of completion		Medium of Instruction	English / Telugu / Hindi

Name of Inter/ Jr. College	St. Peter's X Girls Jr. College, Ramnagar Hyderabad		
Location		Percentage marks	622
Year of completion		Medium of Instruction	English / Telugu / Hindi

Name of school	Holy Trinity High School, Ramnagar, Hyderabad		
Location		Percentage marks	
Year of completion		Medium of Instruction	English / Telugu / Hindi

Description of other courses or diploma	MS-office, Accounts
	Tally learnt But not worked

Computer Skills:

MS Office	☒ Good ☐ Average ☐ Poor
MS Word	☒ Good ☐ Average ☐ Poor
MS Excel	☒ Good ☐ Average ☐ Poor
Auto CAD	☐ Good ☐ Average ☐ Poor ☐ N.A.
Email	☒ Good ☐ Average ☐ Poor
Other	

Two Wheeler / Car:

Make		Year	
------	--	------	--

Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	A. Venu Mohan	53	Private employee	GHS Sup
Mother	A. Vidhya (late)	-		from a accident in childhood
Wife / Husband				
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details:

(Copy of 1 yr bank statement of salary account will have to produce at the time of employment)

Last Drawn Salary		
Does the above salary include:	ESI: ☐ Yes ☐ No	PF: ☐ Yes ☐ No
	Conveyance: ☐ Yes ☐ No	Mobile Allowance: ☐ Yes ☐ No
Expected Salary	As per Company norms	

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies? <u>A</u>				☐ Yes ☐ No
Surety 1:	Name		Company	
	Designation		Your Relation	
Surety 2:	Name		Company	
	Designation		Your Relation	

Commitment

Can you commit to work for a minimum of 2 years?	☒ Yes ☐ No
--	---

Experience & Employment Details:

Years of experience in relevant field	<u>FRESHER</u>
---------------------------------------	----------------

Name of Company					
Duration of employment	_____ years	From date:	.../.../.....	To date:	.../.../.....
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

Remarks: (For office use only – Do not write in this box)

Name of Company					
Duration of employment	_____ years	From date:	.../.../.....	To date:	.../.../.....
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

Remarks: (For office use only – Do not write in this box)

Name of Company					
Duration of employment	_____ years	From date:	.../.../.....	To date:	.../.../.....
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

Remarks: (For office use only – Do not write in this box)

Name of Company					
Duration of employment	_____ years	From date:	.../.../.....	To date:	.../.../.....
Location					
Designation					
Last drawn salary					
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.					
Reason for leaving					

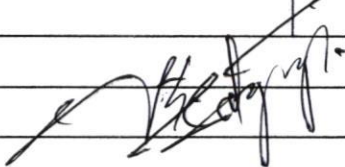
Remarks: (For office use only – Do not write in this box)

Ask for additional sheets if required.

Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	☒ Good ☐ Average ☐ Poor
Background – Work	☐ Good ☐ Average ☐ Poor ☒ NA
Personality	☒ Good ☐ Average ☐ Poor
Appearance	☒ Good ☐ Average ☐ Poor
Communication skills	☐ Good ☒ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	12250/-
- Knows Tally -	
- Communication - ok	
Can join immediately	

Remarks by Divisional Manager: (For office use only – Do not write in this box)

Relevant experience	☐ Good ☒ Average ☐ Poor ☐ NA
Knowledge of subject	☐ Good ☒ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	
	

Remarks by MD (For office use only – Do not write in this box)

Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

DECLARATION

From:

Date: _____

Akula Vindhya

HNo: 1-7-925/2/A

Ramnagar Hyderabad.

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature A. Vindhya

Name: Akula Vindhya

Place: Hyderabad

Date: 07-08-2019

RESUME

Name: Akula Vindhya

phone: 9182380831

Email: akulavindhya99@gmail.com

Career Objective

To achieve my goals

Short term goal: To work in an organization where learning is encouraged and hard work is rewarded.

Long term goal: To see myself as a successful employee in an organization where my knowledge and skills are utilized to optimum for the further growth of the company.

Education Qualification

Course	School/College	University	Year of Passing
MBA (Finance)	Vijaya PG College	Osmania University	2017-2019
Degree (B.Com: Computers)	Andhra Mahila Sabha Womens Degree College, OU Campus, Hyd.	Osmania University	2014-2017
Intermediate (C.EC..)	St. Pious X Girls Jr. College, Ramnagar, Hyderabad.	Board of Intermediate Education, Telangana.	2012-14
S.S.C	Holy Trinity High School, Ramnagr, Hyderabad.	SSC	March 2012

Technical skills

Software: MS Excel, Ms word, Tally 9

Personal skills

- Positive thinking and willing to learn
- Disciplined and optimal
- Smart working and easily mingle with society

Extracurricular activities

- NSS, Osmania University Volunteer, 07-02-2016 to 13-02-2016.
- NSIC attended the work shop on Entrepreneurship Development on 05-12-2016.

Personal details

Name : AKULA VINDHYA
Father's name : A. Venu Mohan
Date of birth : 27-08-1995
Marital status : Unmarried
Nationality : Indian
Religion : Hindu
Languages Know : English, Telugu, Hindi

Declaration:

I hereby declare that all the above provided information which was given by me is correct up to my extent.

Place: Hyderabad

Date: 07/08/19

A. Vindhya
(AKULA VINDHYA)

dyf-05-A

21/52/22